



## UNITED STATES DISTRICT COURT MIDDLE DISTRICT OF NORTH CAROLINA

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### VACANCY ANNOUNCEMENT

<b>POSITION:</b>	Docket Clerk Supervisor
<b>ANNOUNCEMENT:</b>	21-03
<b>LOCATION:</b>	Greensboro, NC
<b>CLASSIFICATION LEVEL/SALARY:</b>	CL-27 (\$51,709 - \$84,059) <i>Depending on experience and qualifications</i>
<b>TERM:</b>	Permanent
<b>CLOSING DATE:</b>	Open until filled <i>Priority consideration given to applications received by <b>August 05, 2021.</b></i>

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### POSITION DESCRIPTION

The Clerk of the United States District Court for the Middle District of North Carolina is accepting applications for the position of **Docket Clerk Supervisor**. The Docket Clerk Supervisor is an employee of the clerk's office, whose duty station is in Greensboro, N.C. The position oversees all work performed by employees handling civic and criminal docketing, civil and criminal quality assurance procedures, appeals and intake. The Docket Clerk Supervisor is a CM/ECF and docketing procedures subject matter expert, assisting with the development of CM/ECF docketing events and quality control procedures. The position oversees a staff of seven.

### REPRESENTATIVE DUTIES

The Supervisor serves as a first line supervisor over the Docket Team and is responsible for directing staff and ensuring compliance with appropriate guidelines, policies, and internal controls. The position involves the application of technical knowledge relating to the work being supervised as well as professional and supervisory skills related to leading a team of employees.

- Supervises all employees on the Docket Team.
- Promotes and encourages team building and collaboration.
- Counsels employees regarding performance management and completes performance appraisals.
- Distributes and balances the workload among docket clerks to utilize staff most effectively and efficiently, as well as setting priorities and work schedules.
- Resolves day-to-day problems, makes recommendations, establishes work standards, and implements new procedures under the direction of the Chief Deputy.
- Oversees receipt and review of incoming paper and electronically filed documents for conformity with federal and local rules, policies, and procedures.
- Trains and instructs employees in specific tasks and policies, procedures, and internal controls.
- Drafts, revises, and makes available written instructions, reference materials, and supplies.
- Assists with the development of CM/ECF dictionary events and quality control procedures.
- Answers docketing procedural questions for judges, staff, and the public.
- Assists with staff workload when required.
- Oversees records and mail management activities.

- Demonstrates professionalism, sound ethics, and good judgement. Handles confidential and sensitive information appropriately.

## **QUALIFICATIONS**

At least one-year specialized experience that included progressively responsible administrative, technical, professional, supervisory, or managerial experience that provided an opportunity to gain:

- Skill and ability to develop effective working relationships with staff, colleagues, customers, and all stakeholders.
- The ability to exercise mature judgement, and
- Knowledge of the basic concepts, principles, and theories of management and the ability to understand the managerial policies applicable to the judiciary unit involved.
- Knowledge of the roles and responsibilities of district court staff is required.
- Skill in using an automated case management system is desirable.
- The ability to effectively train designated court staff and to ensure cooperation and improvement from new employees is a must.

Note: For appointment at a CL-27, at least one year of the above specialized experience equivalent to work at a CL-26 is required.

## **PREFERRED QUALIFICATIONS**

- A bachelor's degree;
- Leadership experience resulting in strong leadership skills, including the ability to effectively coach, develop, motivate and manage an experienced, service-oriented team;
- Prior Federal Court knowledge or experience;
- Skill in using applicable automated systems, particularly the Court's Case Management/Electronic Filing System (CM/ECF);
- Experience with current versions of the Microsoft Office suite (including Microsoft Outlook, Word, Excel, etc.), and Adobe Acrobat;
- Superior work ethic, motivation and desire to excel;
- Excellent oral and written communication skills;
- Detail-oriented and organized;
- A professional demeanor.

## **BENEFITS**

Federal benefits include eleven paid holidays, paid vacation and sick leave, participation in the Federal Employees Retirement System and matching and tax-deferred Thrift Savings Plan. Optional participation in Federal Health Insurance, Federal Group Life Insurance Program, Flexible Benefits Program, Federal Judiciary Long Term Care Insurance Program, and private long term disability insurance.

## **INFORMATION FOR APPLICANTS**

The United States District Court requires employees to adhere to a code of conduct which is available on the judiciary's web site at <http://www.uscourts.gov/rules-policies/judiciary-policies/code-conduct>. As a condition of employment, the final candidate will be subject to a background investigation. This position is subject to mandatory electronic funds transfer (direct deposit) of federal wages for court employees.

Due to the volume of applications received, only the best qualified applicants will be invited for personal interviews. The United States District Court is a smoke-free environment. Applicants must be U.S. citizens or eligible to work in the United States.

**TO APPLY:**

Submit resume, a completed Application for Federal Employment, and a cover letter (all in PDF format) stating the reasons for your interest in the position to [ncmdml\\_persnnl@ncmd.uscourts.gov](mailto:ncmdml_persnnl@ncmd.uscourts.gov).

\*Travel and relocation expenses will not be reimbursed.

*The United States District Court is an Equal Opportunity Employer.*